



TeachMT

<https://teachmontana.com>

District FAQ's

Q. Who needs to access the new TeachMT system?

Q. As a district user, how do I get access to the system?

Q. How do I get access to complete an emergency authorization?

Q. How do I apply for an emergency authorization for a vacant position?

Q. I see people staffed within my district/schools and/or I am staffed already. Where did this come from?

Q. An educator contacted me and said his/her experience was not correct. What do I do? Where did this come from?

Q. I need an SEID for a classified employee for the TEAMS/TOES system. How do I get the SEID?

Q. I used the public look-up, but it only showed the current license for the educator. I used to be able to see additional information about the educator. Can I still access this information?

Q. I have an educator who will be working with the college for an internship. What do I have to do for this?

Q. Who needs to access the new TeachMT system?

- Anyone who has a license or would like to apply for a license.
- Anyone who needs to act on behalf of an educator such as applying for an emergency authorization or assisting applicants with verification of experience.
- Someone who manages TEAMS/TOES and would need to generate an SEID for an educator.

Q. As a district user, how do I get access to the system?

As a district user, it's likely you already have an account within the TeachMT system. Any accounts in the previous system were imported into the TMT. You may need to be granted permissions to access additional features, depending on your role within the district/school.

Q. How do I get access to complete an emergency authorization?

- If you are a superintendent, please contact technical support at support@teachmontana.com. The technical support team will need to verify your information to locate your TeachMT account and your role as superintendent. Once verified, technical support will add you to the system.
- If you are a district level staff or school staff, please contact your superintendent who can add the correct role within the system through staff management. (Instructions are available in the helps section of the site for those who can manage staff.)

Q. How do I apply for an emergency authorization for a vacant position?

- First, the applicant must register his/her account within TeachMT.
- You'll search for the applicant using one of the search features.
- Next, you'll get the person's profile, then applications and start application. Emergency Authorization will be one option.
- Complete your portions of the application.
- The educator will be notified to complete his/her portion of the application. This notification is sent by the system to the educator's email.
- You will also need to notify your County Superintendent to access the application to complete his/her portion.
- If there are any issues, the applicant will be notified.

Full instructions are available within the help section of TeachMT.

Q. I see people staffed within my district/schools and/or I am staffed already. Where did this come from?

TeachMT utilized the data available within the TEAMS system to staff as many educators as we could. This will occur each spring in the February/March timeframe. However, you can make corrections to your staff within TeachMT as needed. Instructions are in the help section.

Q. An educator contacted me and said his/her experience was not correct. What do I do? Where did this come from?

TeachMT utilized the data available within the TEAMS system to create experience records as possible. This experience would only be used when applying for an administrator's license. This experience is not used for any other purpose. You will be able to edit/add experience as needed.

Q. I need an SEID for a classified employee for the TEAMS/TOES system. How do I get the SEID?

The district superintendent, superintendent designee or HR director (potentially additional roles) can add a new person within the district section within TeachMT. When creating the person, a social security number will need to be provided. The system will add the person and assign an SEID. This person will be marked as classified for reporting purposes.

Q. I used the public look-up, but it only showed the current license for the educator. I used to be able to see additional information about the educator. Can I still access this information?

Yes. If you are added as staff within TeachMT and depending on your role, you can search for any educator and view information regarding the educator. While you will not have full access to the educator's profile, you will be able to verify license history and application status, among other details. *Please remember, experience in TeachMT is not official and may not be complete up to date.*

Q. I have an educator who will be working with the college for an internship. What do I have to do for this?

- You will need to ensure the educator is staffed within your district in TeachMT. (Instructions can be found on the help page of TeachMT.)
- Provided the educator is staffed in your district, his/her application will show in your application search within the district section once created by the college.

- You will need to access the application and complete the element for the district's responsibility for the internship. ** *If the educator is not staffed in your district, you will not be able to edit the application.*